

27 JUL 1977

MEMORANDUM FOR THE RECORD

STATINTL

FROM: [REDACTED]

Secretary

SUBJECT: Minutes of the 14 July 1977 OTR Staff Meeting

1. The 14 July 1977 OTR Staff Meeting convened at 1400 hours and adjourned at 1555 hours.

2. The DTR opened the meeting by noting that recent events had caused Mr. Blake to cancel his scheduled appearance at the meeting.

3. Chief, CTP, discussed the proposed Career Training Program and its revised schedule. He stated that the major changes involve the addition of a week of DDS&T orientation and the division of the Operations Course into Parts I and II. He discussed the rationale for these changes in scheduling and content. He also discussed a memorandum from [REDACTED] to the DDA which proposed a DDA training program and use of the CTP for new DDA officers. Chief, CTP, explained his reasons for rejecting the proposal for a DDA training program but accepting the proposal to incorporate DDA training into the CTP. The members discussed the several ideas put forth, noting that the proposal should be tabled in the Curriculum Committee. STATINTL

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4. [REDACTED] distributed the paper summarizing the decisions and observations from the Unit Chiefs' Conference. The members noted the paper and [REDACTED] offered to provide guidance if any member had questions. STATINTL

5. The Secretary briefly noted his memorandum of 24 June which outlined those kinds of assistance which could be provided to other Government agencies with only DTR approval. He offered to provide additional guidance if any member had cases which were questionable as to interpretation.

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6. The DTR discussed the preparation of Fitness Reports. He noted the frustration which he had encountered recently in a ranking exercise involving a number of people he did not know, and the ranking was based solely on several fitness reports. He stated his belief that there must be a better way of preparing these reports, noting the disparate rules and ideas prevalent among Agency components. The members discussed the problems involved in establishing an OTR policy on preparation of these reports, noting the DDO personnel assigned to OTR would be unfairly penalized in the future if they were rated under a relatively strict interpretation of the letter ratings. Chief, FTD, offered to have MATB put on a Performance Appraisal Workshop for the members in the fall as one possible solution to the problem. This offer was accepted.

7. The DTR briefly noted several items of concern. He reported that he had walked around the building on an evening recently and found a number of lights and air conditioners left on. He stated that this is not in keeping with the need to conserve energy. He also noted the fact that some of the summer-only employees are not being fully utilized. He urged the members to correct this situation or transfer the employees to more productive areas. He also wondered aloud about the status of OTR's SEMP requirements. He noted that OTR's MBO objectives were getting sparse. He urged the members to come up with some new ones, stating that they should come up from the Units. The members discussed whether it would not be better for objectives to come down in fairly broad terms from above, to be made more specific at the Unit level. The DTR concluded by saying that annuitants may be used on a one-time basis in courses.

8. The members briefly noted the OTR list of pending actions; two were deleted and one was postponed to a later date. The DTR reported from the DDA morning meeting, and the members reported on the day's events.

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OTR STAFF MEETING

Thursday, 14 July 1977, 1400 hours

AGENDA

1. Remarks by Mr. Blake

2. The Proposed Career Trainee Program

3. Discussion of Decisions and Observations from
the OTR Unit Chiefs' Conference

4. Assistance to Other Government Agencies
(Reference: Memo From EA/TR dated 24 June,
same subject)

5. Discussion of Fitness Reports

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Mr. Fitzwater

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6. OTR Pending Actions

7. The Day's Events

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